



## Work-Life Balance

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# Overview of Session

- Adare Human Resource Management  
- who we are & our role
- Work-Life Balance: how it evolved, organisational and employee benefits
- Categories of Work-Life Balance
- Facilitated group sessions

## Who are we?

“ Adare’s unique approach to work sets them apart from their competitors, assisting with any specific HR issue that might arise ”

- Leading Irish HR consultancy, working with Equality Authority since 2003
- Team of Employment Law and HR consultants supported by back office staff
- Experienced consultants across all sectors – from retail to hospitality to professional services
- Committed to innovative initiatives and best practice solutions to meet our clients’ needs



# Background: Work-Life Balance

# Overview

- ✓ What is Work-Life Balance?
- ✓ Why develop policy and action around work-life balance?
- ✓ What are the Organisational and Employee Benefits?
- ✓ What does Work-Life Balance cover?

# What is Work-Life Balance???

# What is Work-Life Balance

**Work-life balance (WLB) refers to a range of flexible working arrangements that go beyond employees' statutory leave entitlements.**

**WLB assists employees to combine employment with their family life, caring responsibilities and with personal life outside the workplace.**

## **Why develop policy and action around work-life balance?**

- ✓ Enhances recruitment and retention of employees;
- ✓ Builds workplace morale and productivity;
- ✓ Assists employees to remain in employment while dealing with other responsibilities;
- ✓ Offers employees the chance to avail of new opportunities alongside their work responsibilities;
- ✓ Supports workplace equality and the presence and participation in the workplace of a diversity of employees from across the grounds of gender, marital status, family status, age, disability, sexual orientation, race, religion and membership of the Traveller community;

## Why develop policy and action around work-life balance? (cont)

- ✓ Makes a particular contribution
  - to older workers seeking phased retirement;
  - to migrant and other minority ethnic workers seeking flexibility in terms of leave so as to be able to attend to religious obligations or other cultural imperatives and maintain family links;
  - to people with caring responsibilities seeking to combine caring roles with their paid employment;
  - to employees with disabilities seeking a reasonable accommodation of their specific needs.
- ✓ Assists in meeting obligations under the equality legislation

# What is a work-life balance policy?

A work-life balance policy will identify and set out the organisation's commitment to:

- A planned and systematic approach to work-life balance;
- Putting in place the flexible working arrangements necessary for work-life balance of staff and for meeting the objectives of the organisation;
- Ensuring the workplace is free from discrimination in that no disadvantage accrues to staff who avail of flexible arrangements; and
- Designing these arrangements in a manner that takes account of staff diversity across the nine grounds covered by the equality legislation, in particular ensuring their relevance to staff with caring responsibilities, older staff, staff with disabilities and minority ethnic staff.

## **Key Challenges?**

What are the current challenges around introducing work-life balance initiatives within your organisation?

# Categories of Work-Life Balance Initiatives

- **1. Leave Initiatives**

Annual leave entitlements above statutory / Paid Maternity and Adoptive leave / Paternity leave - paid or unpaid / Career breaks / Study leave

- **2. Working Practices Initiatives**

Holiday Banking & Purchase / Annualised hours / Part time work arrangements / Job sharing / Flexi time / Flexible working hours / Teleworking / Early Fridays / Condensed week

- **3. Family Friendly Initiatives**

Family days / Childcare arrangements / Marriage Leave

## Categories of Work-Life Balance Initiatives (cont)

- **4. Lifestyle Support**

Sports and Social club / Voluntary work initiatives / Access to gyms / Pensions - access to pension broker financial advice

- **5. Career and Personal Development**

Briefings: parenting courses, time management courses / Education assistance / Career Development / Life Coaching Programme / Stress Awareness

- **6. Health and Well Being**

VHI / Quinn Healthcare / Sick Pay / Employee Assistance Programmes / Health screening / PHI / Health talks Ergonomics / VDU / Healthy Living week (incorporate annual WLB day)



# Work-Life Balance within the Partnerships

## Group Work (1)

### Purpose:

1. Identify the work-life balance initiatives currently in place within your organisation
  2. Identify the organisational and employee benefits from these initiatives.
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- Break up in to 4 groups
  - 20 minutes in which to flip chart your responses to 1 & 2
  - Each group will be given 2 minutes to present back and share with everyone

## Group Work (2)

### Purpose:

1. Identify what other work-life balance initiatives could be explored within your organisation
  2. Commit to next steps
- Working in groups of 3 people
  - Using the handout (sheet) contained in the back of your notes
  - 20 minutes to identify and prioritise what other work-life balance initiatives might be suitable for your organisation and next steps
  - Share and discuss reasons behind this with colleagues
  - A number of people will be asked to share their work with group

# Case Studies - Examples

## Deloitte

- Steps is a programme of initiatives aimed at enabling staff to enhance their time and reflect the balance of priorities in their lives. Includes: compressed working week / flexible working day / job sharing / home working.
- Equilibrium is to help staff to achieve a balanced working week, by providing a number of initiatives, classes and events including:  
yoga and fitness classes, head and shoulder massages, digital photography, golf lessons and language lessons.

## Case Studies - Examples

### AIB

- Choices 2000 provided a number of options to permanent staff who wish to work reduced hours or to avail of leave of absence on a full-time basis.
  - Job Sharing
  - Personalised Hours
  - Special Short-term Break
  - Family Short-term Break
  - Career Break

## Case Studies - Examples

### INO

- The introduction of new agreements on flexible working arrangements in the health services was a major boost to nurses
  - Pensionable Part-time or Atypical Working
  - Revised Working Hours
  - Term Time Working
  - Paternity Leave

There is a very high uptake, up to 30% in some hospitals, of nurses

participating in the Job Sharing Scheme.

## Call to Action

1. Explore current initiatives in place within your organisation
2. Discuss priority work-life balance initiatives specific for your organisation
3. Seek buy in and agree next steps including timeframes
4. Draft Programme of Work, Implement and Pilot
5. Resources available – grant scheme, [www.equality.ie](http://www.equality.ie)  
[www.worklifebalance.ie](http://www.worklifebalance.ie)

# Grant Scheme

- The National Framework Committee for Work-Life Balance Policies
- The Committee - the DETE and IBEC, Congress, the Department of an Taoiseach, The Department of Finance, the Department of Justice, Equality and Law Reform, the Department of Social and Family Affairs and the Equality Authority.
- A support scheme to assist in the development of a planned and systematic approach to work-life balance at enterprise level.
- ✓ **An experienced consultant is made available to work with enterprises in developing and implementing work-life balance policies and arrangements.**
- ✓ **Details available in brochure and Derek or Aoife [info@adarehrm.ie](mailto:info@adarehrm.ie) / 01 612 7092**

# Questions and Answers

